

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	ACCOUNTING CLERK 2	2.2.2
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing journey-level accounting clerical work involved in maintaining and reviewing financial and statistical records.

CLASS CHARACTERISTICS

Employees within this class are distinguished from the Accounting Clerk 1 by the performance of the full range of duties as assigned including performing accounting clerical duties that require problem solving. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor, and technical and functional supervision from higher level accounting personnel. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or function, e.g., school site, Payroll, Disbursements.

Maintaining an assigned set of accounting records which may include ASB accounts, payroll, internal billings, and batch control.

Reconciling checking accounts and preparing reconciliations of subsidiary accounts to the general ledger for accounting records.

Preparing financial and statistical reports related to areas of assignment.

Provides clerical support for preparation of documents for internal audits; answers questions regarding bookkeeping systems and procedures.

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Reconciling cash drawer; preparing bank deposits.

Verifying site records to District record of accounts.

Responding to questions from the staff and/or the public regarding areas of responsibility; explaining procedures and policy as necessary.

Collecting, compiling and documenting a variety of data related to payroll and payroll deductions.

Maintaining and balancing accounts; petty cash and verifying data processing reports.

Maintaining and preparing records of Associated Student Body accounts.

Providing clerical assistance in the preparation of fiscal grant reports required by state and federal agencies.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic mathematics and principles and practices of accounting clerical work

Terminology used in bookkeeping and accounting clerical work

District Chart of Accounts

Modern office methods, practices, procedures, and computer equipment

Ability to:

Work independently and organize priorities

Work effectively in a team environment

Multi-task with the ability to adapt quickly to changing situations

Interpret, explain and apply policies, practices, and procedures

Post data and make arithmetical computation rapidly and accurately. Must be proficient in the use of 10-key

Understand and carry out oral and written instructions

Prepare clear, complete and concise reports and documentation

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Operate a computer with integrated financial system access and related peripheral equipment and software including MS Word, Excel, Filemaker or other database programs.

Maintain confidentiality of information

Work efficiently and effectively in an office setting characterized by frequent interruptions and heavy volume of work

Establish and maintain effective working relationships with those contacted in the course of work

Provide excellent customer service

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible accounting clerical experience.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in accounting and computer technology is desirable.

Work Environment:

Climate controlled office setting with exposure to minimal to moderate noise intensity levels.

Moderate to high level of contact with district personnel and outside vendors based on location.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Accounting Clerk 2

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____